

Cardinal

Meeting #13

Cardinal Construction, Inc.
10 East Worcester Street
Worcester, Massachusetts 01604
Phone: (508) 831-4447

Project: - Hubbardston Sr Center-PS
7 Main St
Hubbardston, Massachusetts

Project Progress Meeting Minutes

MEETING DATE: 03/25/2016

MEETING TIME: 8:00AM - 9:30AM

MEETING LOCATION: Slade Building

OVERVIEW:

Cardinal Construction Services will schedule, record and distribute meeting minutes for the project. Meeting agenda and minutes will follow similar formats. Minutes will only be made "public" when accepted by the Committee. Please contact Anthony DiLuzio (adiluzio@cardinalservices.net) with any corrections or edits requested.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Tony DiLuzio	Cardinal Construction, Inc.	Tel: (508) 831-4447	adiluzio@cardinalservices.net	Present
John Catlin	Catlin & Petrovick Architects, PC	Tel: (603) 352-2255	jcatlin@c-parchitects.com	Present
Chris Logan	Donham & Sweeney Architects	Tel:	clogan@donhamandsweeney.com	Absent
Jeff Shaw	Donham & Sweeney Architects	Tel:	jshaw@donhamandsweeney.com	Absent
Scott Chatigny	Hubbardston Town of	Tel:	ofcchatigny@hubpd.net	Present
Dan Galante	Hubbardston Town of	Tel:	dan_galante@yahoo.com	Present
Rick Green	Hubbardston Town of	Tel:	rwg.foursistersfarm@gmail.com	Present
Robert Hayes	Hubbardston Town of	Tel:	firechief@hubbardstonma.us	Absent
William Murray	Hubbardston Town of	Tel:	wmmurray@placesassociates.com	Present
John Nason	Hubbardston Town of	Tel:	jnason1@live.com	Present
Dennis Perron	Hubbardston Town of	Tel:	chiefperron@hubpd.net	Absent
Michael Pond	Hubbardston Town of	Tel:	pondboys@charter.net	Present
Claudia Provencal	Hubbardston Town of	Tel:	coa@hubbardstonma.us	Absent
Susan Rayne	Hubbardston Town of	Tel:	susanrayne@verizon.net	Absent
Anita Scheipers	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	Present

Owner Items

No	Title	Assignment	Due Date	Priority	Status
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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2.8	Public Advisory Committee		12/18/2015	Medium	Open
<p>Description: John Nason opened a discussion as to the need to form a sub committee similar to a Political Action Committee only with the purpose of keeping the public up to date. Ensuring that the citizenry is well informed and misinformation quickly dispelled will go a long way to achieving the votes necessary in the spring.</p> <p>Item tabled for future discussion.</p>					
3.1	Meeting Minutes	Tony DiLuzio (Cardinal Construction, Inc.)	12/03/2015	Medium	Open
<p>Description: Review and action on the minutes of the previous meeting.</p>					
<p>Official Documented Meeting Minutes: Minutes of Meeting #12 of March 18, 2016 were distributed and reviewed by the committee members.</p> <p>D. Galante motioned to accept Meeting Minutes #12 from March 18, 2016 as submitted. Motion was seconded by S. Chatigny. Hearing no discussion the motion passed unanimously.</p>					
4.2	Upcoming Meetings		01/29/2016	Medium	Open
<p>Description: Based on the timeline for design deliverable and the programming meetings it was agreed the committee would schedule meetings for each of the Fridays in January.</p> <p>A. Scheipers to schedule Meetings for</p>					
<p>Official Documented Meeting Minutes: To be determined</p>					
6.1	Meeting Adjournment	Tony DiLuzio (Cardinal Construction, Inc.)	01/15/2016		Open
<p>Description: Record closing of meeting</p>					
<p>Official Documented Meeting Minutes: Motion to Adjourn: Motion: D. Galante. R. Green 2nd Adjourned at 8:55 am.</p>					
13.1	Site Signage	John Nason (Hubbardston Town of)	04/08/2016	High	Open
<p>Description: D. Galante advised the committee that the board of selectmen had heard discussion in their meeting relative to the wording on the current sign sign. Based on comments from the public over the word "future" home of; and the lack of current funding the BoS directed the sign to be removed.</p> <p>D. Galante motion to have the removed as directed by the BoS. Motion seconded by J. Nason; Discussion; J. Nason asked the group to consider simply putting something over the word "future" to replace it with "proposed". Several other members offered ideas of similar wording for consideration.</p> <p>D Galante indicated that the direction of the BoS was to "remove" the sign. As such the sign should be removed while alternative language is considered.</p> <p>Hearing no further discussion the motion to remove the sign passed unanimously.</p>					

Designer Services

No	Title	Assignment	Due Date	Priority	Status
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2.3	Senior Center Design Docs	Tony DiLuzio (Cardinal Construction, Inc.)	11/27/2015	High	Open
<p>Description: It is anticipated that from the agreement established we will be able to lock in a process and critical dates for the following items. Programming Schematic Design Systems Design Narratives Design Development</p> <p>Each of these subcategories will be tracked separately during the design process.</p>					
<p>Official Documented Meeting Minutes: <i>Catlin presented the Design Development progress set. DiLuzio to load to procure and distribute electronically. Catlin issued draft Specification Manual DiLuzio working on "front-end" general requirements.</i></p> <p><i>Cardinal draft estimate due on 4/8/16. Final Estimate, Specs and 90% bid Docs due 4/22/16</i></p>					
2.7	Public Safety Project	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	Medium	Open
<p>Description: The scope of designer services for this phase of the project is to develop Programming and Schematic Design.</p> <p>Discuss overview of process</p> <p>Design team will walk the committee through the first pass of the programming. It is far too early to discuss costs in terms of per square footage at this time.</p>					
<p>Official Documented Meeting Minutes: <i>Chief Hayes, Fire Dept.</i></p> <ul style="list-style-type: none"> • <i>Described growth from the past 20 years and the inadequate accommodation of building not designed to future standards.</i> • <i>This building would likely be used for more than 50 years.</i> • <i>Current design will not accommodate current equipment and apparatus in protected environment.</i> • <i>Group discussed potential added bays in the future or add on bays with out full heat and enclosure for seasonal or ancillary equipment.</i> • <i>D Galante understand the background and the justification but does not feel that cost will be supported by the voters.</i> <p><i>Chief Perron, Police Dept.</i></p> <ul style="list-style-type: none"> • <i>No need for lock up, if the populations increases the lock-up requirements can be addressed throguh agreements with neighboring towns or regional lock-up facilities.</i> • <i>Dispatch is not required and will be address through the states regionalization of 911.</i> • <i>Need booking and holding areas and separations of males, females and status offenders.</i> • <i>adjacencies need work inter and intra-departments.</i> • <i>over all plan lacks storage spaces.</i> • <i>Current plan would be good for about 5 years.</i> <p><i>Motion: Dan Galante: "The Public Safety Architect is to design the smallest public safety facility feasible that meets applicable codes, safety and operational requirements."</i> <i>2nd: Rick Green.</i> <i>No discussion</i> <i>Voting in the affirmative: Dan G, John N, Rick G, Mike P, Bill M. (missing Scott C. and Susan R.)</i> <i>No one voted against, no abstentions.</i></p>					
7.1	Solar and Geothermal	Tony DiLuzio (Cardinal Construction, Inc.)	02/19/2016	Medium	Open
<p>Description: When the mechanical and electrical designs are further along we need to investigate the benefits of solar and Geothermal systems.</p>					
<p>Official Documented Meeting Minutes: The group discussed having the MEP engineers attend a future meeting in Mid-March</p>					

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Site Development

No	Title	Assignment	Due Date	Priority	Status
2.4	Engineering services	Tony DiLuzio (Cardinal Construction, Inc.)	11/20/2015	High	Open
<p>Description: Update on Engineering service related to the site development package.</p> <p>Official Documented Meeting Minutes: <i>Cardinal presented a proposal from Whitman & Bingham to prepare Soil Absorption Systems design and construction drawings, Permitting applications and board presentation, and NPDES, SWPPP documentation for an amount of \$13,000.00 in addition to their current contract.</i></p> <p><i>Motion to recommend the board of selectmen issue contract amendment to Whitman & Bingham in the amount of \$13,000.00 for additional design and permitting services related to the site development at 21 Gardner Road, offered by D. Galante. Motion seconded by S. Chatigny. Hearing no further discussion the motion passed unanimously.</i></p>					
2.5	Contractor Procurement	Tony DiLuzio (Cardinal Construction, Inc.)	12/18/2015	High	Open
<p>Description: DiLuzio to solicit proposal from site development contractors to perform early site investigations and site prep including the establishment of the public well.</p>					
2.6	Well Design & Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	High	Open
<p>Description: DiLuzio working with Murray to secure proposal from firms to assisting the design and permitting of the public well.</p> <p>Official Documented Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Complete research and prepare report for DEP Pre-submittal meeting March 18 <ol style="list-style-type: none"> 1. Research Complete? Done 2. Meeting scheduled? Pending 3. Who needs to attend? DiLuzio, Provencher 4. DEP Pre submittal letter approved for issuance. 2. Attend site visit w/ DEP to approve proposed well location March 25, <ol style="list-style-type: none"> 1. Do you need the location staked at that time. Date Pending, Scheduling W&B for staking locations. 3. Prepare well access road earthwork RFP & issue to earthwork contractors April 1 <ol style="list-style-type: none"> 1. This is done, and bids are out, Bids due 3/23 4. Review earthwork bids & recommend contractor to be authorized by you April <p style="margin-left: 40px;">April 8</p> <ol style="list-style-type: none"> 1. Contractor will be on board and working by this date. 5. Prepare well drilling RFP & issue to well drillers April 15 <ol style="list-style-type: none"> 1. When will draft be ready and can we move this up on the time line. Draft should be ready for issue next week. 6. Complete Earthwork for well access drive April 15 7. Review well driller bids & recommend well driller to be authorized by you April 22 <ol style="list-style-type: none"> 1. 8. Complete well drilling May 6 9. Prepare pump test RFP & issue to pump companies May 13 10. Review pump test bids & recommend pump test company to be authorized by you May 20 11. Complete Pump Testing & submit water quality samples to lab May 27 					

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12. Complete Pump Test report, water system design, Final DEP submission June 30					
2.9	Regional Antenna	Anita Scheipers (Hubbardston Town of)	12/04/2015	High	Open
<p>Description: The Regional Dispatch group has indicated that a radio tower will be needed and this site would be a viable location for the Tower. This would require the development of a Communication Tower approximately 100' tall and supporting infrastructure and utilities. Anita is working to schedule a meeting with involved parties to discuss logistics, timing and funding of such work.</p> <p>Information only at this time, no action of the committee required.</p>					
<p>Official Documented Meeting Minutes: Members of Hubbardston and the RECC met to review requirements and timelines.</p> <ul style="list-style-type: none"> • Capital funding is in place with no specific target date. • funds may be utilized to purchase a generator. • Tower location should be designed as part of the overall project. • Tower is expected to be 150' tall plus any antenna that may reach higher than that • Tower and Antenna will be below the 200' FAA requirement eliminating the need for lights and extensive permitting. • Equipment supported is not yet defined and may eliminate the need for a support structure. • Cabinet based equipment may be utilized, this will be investigated at a later date. • Potential will exist to provide a UHF repeater allowing the upgrade of DPW equipment. 					
10.3	Notice of Intent	Tony DiLuzio (Cardinal Construction, Inc.)	03/11/2016	High	Open
<p>Description:</p> <ul style="list-style-type: none"> • DiLuzio working with W&B to prepare documents for filing with Conservation Commission a notice of intent prior to commencement of site clearing activities. • Scheipers to obtain a property address for the site. 					

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